

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF DIRECTORS MEETING  
APRIL 12, 2010**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Dennis Doyle, Anna Eddy, Sue Halpin, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke (arrived at 7:12 PM), Alan Nafis, Maureen O'Connor Lyons, Tony Palermino, Eric Rothauser, Neil Ryan (arrived at 7:13 PM), Diane Stamm, Trudie Walker

**STAFF**

Marian Amodeo, Library Director  
Lisa Masten, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISON**

David Nagel

**TOWN COUNCIL LIAISONS ABSENT**

Kris Nasinnyk

**FRIENDS MEMBERS**

Mary Jane Michaels

**BOARD OF EDUCATION LIAISON ABSENT**

Sharon Braverman

**GUEST**

Elizabeth Berman of Kaestle Boos

**CALL TO ORDER**

The meeting was called to order by Eric Rothauser at 7:04 PM.

**I. ROLL CALL**

**II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES**

Judy stated she had received no correspondence, and reminded Board members to let her know if a card should be sent regarding an illness, death, or congratulatory.

**MOTION: Tony Palermino made a motion to accept the minutes of the regular monthly meeting of March 8, 2010, Judy Igielski seconded the motion, and the motion to accept the minutes of the regular monthly meeting of March 8, 2010 was unanimously approved with a 13-0 vote.**

### **III. PUBLIC PARTICIPATION**

There was no Public Participation.

Eric indicated that Mary Jane Michaels had to leave early, therefore she would give her report now, followed by the Kaestle Boos presentation from Elizabeth Berman on the Expansion Study.

### **IV. FRIENDS OF THE LIBRARY**

Mary Jane Michaels reported that the Friends are working very hard and getting ready for the Book Sale which is scheduled for April 30, May 1 and 2 and will be held at the Senior and Disabled Center. Donations can be made up until April 19, 2010. Mary Jane distributed a volunteer sign up sheet to the Board and asked that they assist in any way possible.

Marian announced that the Friends of the Library will be receiving the Newington Chamber of Commerce's Public Service Award. The Chamber's Annual Dinner is scheduled for Thursday, May 20, 2010.

#### **Expansion Study – Presentation by Elizabeth Berman**

Elizabeth distributed copies of the updated design of the Library, along with information on the increased square footage of each area. She indicated that these designs are from input by the staff, the Board, the Library Director, and the Friends. She described various areas to the Board. The Board had various comments and questions: Judy asked if the only entrance to the teen area was through the children's area and Elizabeth responded it was at this time, but this can be changed. Anna asked how large was the children's activity area and Elizabeth responded it was 1,200 square feet. Neil asked Marian if the staff was happy about the changes that have been made to date and Marian responded yes. Diane asked about the freight elevator and the book drop. Sue commented that the brownstone from the old building should be incorporated into the new building. Diane, Sue, and Iris stated that they were concerned with the flat roof and ice and snow buildup. Elizabeth explained that there is a good pitch to the roof but it is difficult to see from the design.

### **V. TREASURER'S REPORT**

Iris stated that we are in good shape and investments are up a little bit.

### **VI. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Lisa stated she had no report.

### **VII. COMMITTEE REPORTS**

#### **A. PEP (Planning, Evaluation, Policy)**

##### **1. Library Director's Evaluation**

Trudie distributed the Library Director's Evaluation and asked the Board to return this to her prior to the May Board meeting so that she can present this information to the Town Manager. Trudie explained the Library Director's Evaluation form to the new Board members.

B. Investment Committee

Neil had no report, other than to say that the quarterly statements have been received but he has not reviewed them yet.

C. House Committee

1. Update on Shutters

Diane reported that she continues researching shutters for the building which need to be replaced in the early spring before the bees come. She contacted the people who put in the shutters back in 1994 and it is difficult to get these kinds of shutters in stock. She has found some on-line and she will purchase one pair of these to see if they are appropriate. She feels the cost will be in the area of \$6,000 and would ask for a motion to allocate these funds because she would like to move on this prior to the May meeting. The Town will install these shutters. **MOTION: Anna Eddy made a motion to approve the expenditure of up to \$6,000 for the purchase of the shutters, Sue Halpin seconded the motion, all were in favor, and the motion was passed unanimously with a 15-0 vote.**

D. Facility and Site

Iris stated there was no report.

E. Fund Development

1. Report on April 8<sup>th</sup> Meeting
2. Budget for Public Relations Campaign for Legacy Society – VOTE REQUIRED

Anna reported that the Fund Development Committee met on April 8<sup>th</sup> and has changed their minds about the new direction that was discussed at the March Board meeting. The Committee felt that advertising in various program booklets is not an effective use of funds. It was suggested that a poster board be created to be placed in rooms where there are Library events stating "this program brought to you by" and offering information on the Legacy Society. Another idea is to revise the present brochure. Anna had some examples of other brochures on legacy societies. An insert could also be created for Footnotes. A tri-fold brochure can be made to be distributed at Library programs. Jane Maciel, who created the original brochure, will be contacted for her ideas. An Adult Education class at Newington High School was held on "Should I Give My Home to My Children" – doing a program of this nature about reducing estate taxes

could be done. Anna will also speak with the Friends president to open the lines of communication and see what ideas the Friends would have for the Legacy Society. The Board agreed with the Fund Committee's ideas. Anna indicated that there is no need to vote on a budget for the public relations campaign at this time until it is decided what direction the Fund Committee will go in.

F. Budget

1. Budget Redux

Maureen reported that the Library's weekend hours have been restored in the budget. There will be a public hearing on April 13<sup>th</sup> and the Town Council will adopt the budget on April 14<sup>th</sup>. The cleaning service proposal will be sent out to bid and will include the Library, the Senior and Disabled Center, and the Police Department. Marian indicated that there was discussion about having the cleaning service change their hours to early morning so there may be some overlap with staff attendance. Maureen stated that she was proud to report that 18 people spoke at the public hearing and many emails were sent to the Town Councilors. She asked Town Council Liaison David Nagel to express the Library Board's appreciation to the Town Council.

## **VIII. LIBRARY DIRECTOR'S REPORT**

Marian reported that on May 12<sup>th</sup> there will be a reception for Dr. William Collins who has been officially named Superintendent of the Newington Public Schools. This will take place from 5:00 to 6:45 PM in the Newington High School cafeteria.

The Hartford Foundation for Public Giving has announced that they will be awarding one time non-competitive grants of up to \$30,000. These grants are being offered to all of the 29 libraries in the Capitol area for technology projects. Marian and Lisa will be meeting on Friday morning to hear more about this grant and will then begin the necessary application process.

Marian was sorry to report that Peg Coughlin has had a set back from her surgery in December and will be taking an extended medical leave to receive further treatment. Jeanette Mercure's ex-husband and father of her children, was tragically killed in a motorcycle accident.

Sunday, April 18<sup>th</sup> is the last day until November for Sunday hours. April/May Footnotes has many programs including the April 13<sup>th</sup> presentation by CCSU's History Professor and husband of a staff member Jay Bergman on his new book *Meeting the Demands of Reason*. Craig Hotchkiss will present a program on Mark Twain and baseball, and on May 5<sup>th</sup> Dr. Henry Lee will be speaking.

## **IX. OLD BUSINESS**

A. Expansion Study – Presentation by Elizabeth Berman

This took place at the beginning of this evening's meeting.

## B. 5K Road Race

Eric reported that the 5K Road Race Committee met this evening. Keeney Manufacturing and the Giantonio Family have committed to their sponsorship for the 2010 race. Clinical Laboratory Partners will not be a sponsor this year. Other sponsorships from DataMail and the Masons are still waiting to be heard from. The Friends will provide water. Eric is still looking for someone to donate bagels, and other food. The American Radio Relay League will be providing 8 to 10 volunteers with radios the day of the race. Members of the high school's Key Club will also volunteer. Three individuals will be receiving medals for their 10 consecutive years participating in the 5K Race.

## C. Board of Education/Library Board Sign-up

Sharon Braverman was not in attendance this evening. Eric indicated that the upcoming Board meetings are April 14<sup>th</sup>, April 28<sup>th</sup>, May 12<sup>th</sup>, May 26<sup>th</sup>, and June 9<sup>th</sup> – Eric will attend the April 14<sup>th</sup> meeting, Paul Crosswaith will attend the April 28<sup>th</sup> meeting, Maureen O'Connor Lyons will attend the May 26<sup>th</sup> meeting and if no one else can do the June 9<sup>th</sup> she can attend that one too; the May 12<sup>th</sup> meeting still needs a Library liaison to attend.

## X. NEW BUSINESS

Eric asked the Board if anyone would sign-up to be the Friends liaison. The Friends meet on the second Wednesday of each month, except July and August.

Eric asked the Board if they had any suggestions for the annual Hanel event, and if so, to please let Marian know.

Eric indicated the By-Laws Committee would meet tonight to schedule an upcoming meeting on the by-laws revisions.

## XI. PUBLIC PARTICIPATION

There was no Public Participation.

## XII. ADJOURNMENT

**MOTION:** Tony Palermino made a motion to adjourn, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 15-0 vote at 8:30 PM.